

Team contract for “One Track Mind”

Fall 2015-Spring 2016 Senior Design

Section #1 – Team Name and Mission

What is your team name?

ONE TRACK MIND

What is the team mission?

To drive innovation in powersports industries by designing and implementing an electronic traction control device for a snowmobile. This will start with an electronic throttle control system and launch control.

Section #2 - Membership

Who are the team members?

Chase Smith, Dillon Downing, and Scott Damiani

What consultants/mentors/instructional staff are associated with this team?

Mentor: Dillon Savage

Customer: CSC

Faculty advisors: Dr. Michael Santora and Dr. Dan Cordon

Section #3 – Roles and Responsibilities

Who will be in charge of your budget?

Chase Smith

Who will be the primary client contact?

Chase Smith

Who will organize team meetings?

Chase Smith

Who will be in charge of keeping team documentation?

Scott Damiani

What other roles are critical to team success?

Minute Taker – Dillon Downing

How will roles be assigned?

Through democratic discussion and delegation. If the mentor or faculty advisor decides to further delegate these roles, a review of roles for all team members will need to be evaluated.

What are the key responsibilities of each role?

The budget keeper will be in charge of purchasing and keeping track of past and current expenditures. If a purchase requires more than simple approval (such as a written proposal), the budget keeper will distribute the workload evenly among the team.

The primary client contact will be in charge of communicating with the client outside of meetings, and bringing any relevant information to the team.

The meeting organizer will be in charge of setting up meetings. This will include any additional invites to weekly meetings, scheduling and confirmation of other meetings, and assist with agendas as necessary.

The documentation keeper will keep track of documentation as necessary, including portfolio maintenance. No documents will be deleted or substantially modified without team consent.

The minute taker will take minutes at all meetings, and type them into a short summary. The minute taker will also keep the team Dropbox organized, and provide suggestions to organize data as necessary to match the format currently used by U of I senior design teams.

Section #4 – Team Relationships

Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team. This means no team member will be shunned from team decisions or communications, for any reason, without expressed consent. This also means team members will provide a reasonable attempt of communication with other team members.

Section #5 – Joint Work**5a Purposes of Joint Work**

Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success. When team work is requested and members agree to the date/time, members will show up and do their part.

5b Team Meetings

The team will meet weekly in the Mindworks room in GJ, at 9:30 am on Wednesdays. Agendas will be prepared for each meeting and contain at a minimum: Coverage of the past week's goals, topics up for discussion, and current/new goals. The minute taker will take minutes for the meeting, and submit to the team Dropbox.

Section #6 – Individual Work

How will work assignments be made?

Delegation will be team decided, using action items in meeting agendas/minutes

How will quality be established?

Group peer review and customer review as necessary

How will due dates be established and verified?

Group peer review and delegation

How will status of work in progress be communicated?

Tracking work progress on agenda

Section #7 – Documentation and Communication

What individual documentation will be kept?

Log books, Dropbox

What team documentation will be kept?

Contract, portfolio, and Dropbox files, eventually migrating all files to an S-drive folder

What is the process for communicating with other team members?

Text, E-mail, Dropbox

What is the process for communicating with your client/outside stakeholders?

E-mail, text, face to face meeting

Section #8 – Conflict Resolution

What process will be used to address conflicts?

Peer discussion, promote to mentor, promote to faculty, as necessary

How will team dynamics be communicated to instructors/mentors?

In person, E-mail, as necessary

Section #9 - Amendments

Where will this team contract be kept?

Contract in shared Dropbox folder, in team portfolio

How often will the contract be reviewed?

Contract reviewed as necessary or monthly

How can it be amended?

Amendments must be approved by all three members, submitted at meeting time

Section #10 – Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefits of all members and the team as a whole.

Name	Signature	Date